

**OFFICE OF THE GOVERNOR
EDUCATION CABINET
CENTER FOR TWENTY-FIRST CENTURY SKILLS**

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

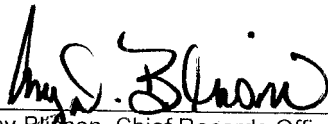
The Office of the Governor and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Office of the Governor agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.

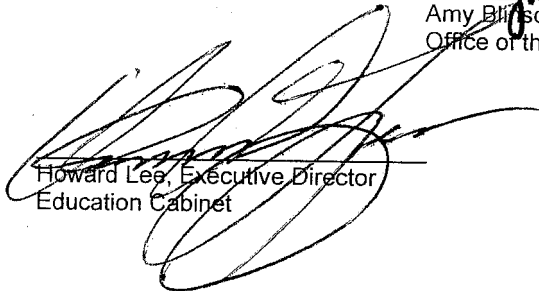
E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. **Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed. The**

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.


APPROVAL RECOMMENDED

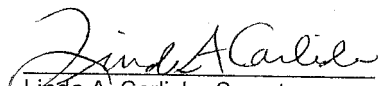

Amy Blinson, Chief Records Officer
Office of the Governor


Howard Lee, Executive Director
Education Cabinet


David Brook, Director
Division of Historical Resources

APPROVED


Beverly Eaves Perdue
Governor


Linda A. Carlisle, Secretary
Department of Cultural Resources

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ITEM 48060. PROGRAM DESCRIPTION FILE. Records in paper and electronic formats, including e-mail, concerning descriptions of the Center's mission and goals--to develop a state-wide framework that will prepare K-12 students to meet the challenges of the twenty-first century workplace and to foster success in the global economy. File includes founding documentation, program descriptions, and promotional materials.

DISPOSITION INSTRUCTIONS: Transfer program descriptions and founding documents, in electronic format, including e-mail, to the State Records Center after one year, but no later than the end of the Governor's administration for immediate transfer to the custody of the Archives. Transfer one set of paper-based promotional materials and any program descriptions and founding documents if in paper format to the State Records Center after one year, but no later than the end of the Governor's administration for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of any electronic records.

ITEM 48061. DELIVERABLES FILE. Records in paper and electronic formats, including e-mail, concerning educational-related materials intended to prepare K-12 students to meet the challenges of the twenty-first century workplace. File includes, presentations created by the center, results of prototype testing of educational assessment tools, and progress updates reports.

DISPOSITION INSTRUCTIONS: Transfer electronic records, including e-mail, to the State Records Center when administrative value ends, but no later than the end of the Governor's administration for immediate transfer to the custody of the Archives. Destroy in office paper records duplicated in electronic form when administrative value ends. Transfer paper records not duplicated in electronic form to the State Records Center when administrative value ends, but no later than the end of the Governor's administration for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit prior to the transfer of any electronic records.

ITEM 48062. CORRESPONDENCE FILE. Correspondence in paper and electronic formats, including e-mail, concerning the administration of the Center. File includes correspondence written to and received from the Center's partners concerning significant events in the appropriation of state funding, the formulation of policy, and other related records.

DISPOSITION INSTRUCTIONS: Transfer paper records when administrative value ends, but no later than the end of the Governor's administration to the State Records Center for immediate transfer to the custody of the Archives. Transfer electronic records, including e-mail, to the State Records Center annually for immediate transfer to the custody of the Archives. Contact the Government Records Branch, Electronic Records Unit before the transfer of any electronic records.

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ITEM 48063. PARTNERSHIP FILE. Records in paper and electronic formats, including e-mail, concerning partnerships with other government agencies and outside organizations to promote the Center for Twenty-First Century Skills. File includes notes, brochures, informal meeting notes, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy remaining records in office when administrative value ends.